

## DEPARTMENT OF THE INTERIOR

(Bureau or Office)

### PROPERTY PASS

NAME OF BEARER/COGNIZANT EMPLOYEE

This permit authorizes the individual to remove or enter with property.

TYPE OF PASS

- ☐ Employee  
☐ Vendor  
☐ Contractor

BUILDING

DATE ISSUED

DATE EXPIRES

It is understood that I am personally responsible for the property listed hereon and that, if any of the property is lost, stolen, damaged, or destroyed through my negligence, I may be held financially liable as determined by a Board of Survey.

REASON OR PURPOSE FOR REMOVAL/ENTRY

SIGNATURE

DESCRIPTION OF PROPERTY: (Must include Serial Number of Property and Property Identification Number)

BEARER IS AUTHORIZED TO: A. ☐ REMOVE / ☐ ENTER WITH

B. ☐ GOVERNMENT PROPERTY / ☐ PERSONAL PROPERTY

#### REMOVAL AUTHORIZATION

NAME, TITLE, AND SIGNATURE OF AUTHORIZING OFFICIAL

#### SECURITY CERTIFICATION

DATE

TIME

SECURITY INITIALS

NAME, TITLE, AND SIGNATURE OF ACCOUNTABLE  
OFFICER/CUSTODIAL OFFICER

#### EMPLOYEE'S RECEIPT FOR RETURNED PROPERTY

RECEIVED BY

DATE

Property Passes are valid for 90 days from the date issued.

WHITE - Issuing Office

YELLOW - Security

PINK - Employee Copy

BLUE - Property Office

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